

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
OFFICE OF SENATOR TED GAINES  
DISTRICT REPRESENTATIVE**

**SUMMARY:** The District Representative acts as a liaison between the Senator and constituents, district organizations, local governments, and state agencies.

- Monitors any pertinent district or local issues, especially those involving state agencies, and keep the Senator and Chief of Staff (COS) updated.
- Must be able to represent and articulate the Senator's approved position on legislative and local issues which affect the district through verbal and written communication.
- Responsible for planning and organization of Member-sponsored or hosted district events as assigned.

**ESSENTIAL JOB FUNCTIONS:**

- Attends events and meetings with the Senator as assigned. Briefs Member beforehand on important contacts and issues. Responsible for Member introductions/connections, assists in answering questions/concerns directed to Member, collects business cards for lists and follow-up.
- Acts as the representative for the Senator by attending district-related events and meetings on his behalf; may include public speaking or certificate presentations. Collects business cards for lists and follow-up.
- Keeps up to date on district issues by reviewing media sources and constituent input on a daily basis, as well as through regular contact with Key Opinion Leaders (KOLs) in the district including regularly dropping by community group meetings, events, etc.
- Responds to constituents and district organizations both verbally and through written communication as to the Senator's position on district-related legislation or issues.
- Keeps the Senator and COS regularly updated on any pertinent constituent concerns and/or issues within the district. Prepares regular reports for the COS on any pertinent district activities and assigned issue areas as well as meetings and events attended.
- Contacts state agencies to obtain information on issues that impact the district as well as to relay the Senator's views on state action as directed.
- Responsible for all areas of planning, organization, set-up and tear-down for Senator-sponsored district events as assigned. Responsible for follow-up after event.

- Reviews any district requests for Senate Letters of Recommendation and advises COS. Prepares Letters of Recommendation as assigned.
- Performs constituent services and casework as needed.
- Monitors scheduled district meetings for the Senator with constituents.
- Maintains and updates KOL list for use by Senator and staff on a daily basis.
- Responsible for drafting and sending form letters for congratulations, thank you and other types of acknowledgment on a regular/daily basis.
- Schedules, trains, and supervises interns in the district office.
- Maintains up-to-date files on district-related issues of importance to the office.
- Meets attendance requirements as established by the office.
- Maintains a good working relationship with the Senator, other staff members, local elected officials, and constituents.
- Accepts performance-based criticism and direction.
- Works well under pressure and handles stress.
- Works a flexible schedule, including nights and weekends.
- Performs other duties as assigned.

**SKILLS AND KNOWLEDGE REQUIRED:**

- Strong oral and written communication skills
- Thorough knowledge of legislative process and procedures
- Thorough knowledge of local, state and federal agencies and departments
- Knowledge of all issues and events in the district in which the Senator is involved
- Ability to work cooperatively and courteously with others
- Ability to exercise discretion and independent judgment in fulfillment of responsibilities

**PAY RANGE AND FILING DATE:**

Starting salary is \$3,548. Applications will be accepted until position is filled.

**SUBMIT COVER LETTER, RESUME AND SENATE EMPLOYMENT APPLICATION TO:**

Submit in person to State Capitol, Room 3070  
or email [Dave.Titus@Senate.ca.gov](mailto:Dave.Titus@Senate.ca.gov)